

Information for Applicants

Background

The NSW Mental Health NGO Infrastructure Grants Program (IGP) is a NSW Health initiative to assist NGOs providing mental health programs in NSW to improve service delivery by enhancing organisational infrastructure and encouraging NGOs to work towards service quality review and/or accreditation.

NSW Health has appointed MHCC to coordinate the program. A total of \$4 million was allocated to the program for Rounds One and Two and *No NGO left behind*, with a total of 75 projects funded. NSW Health has now released additional funding for the Mental Health NGO IGP.

About the NSW Mental Health NGO Infrastructure Grants Program (IGP)

The NSW Mental Health NGO IGP consists of three streams of project funding.

Stream A – General (Round 3 of the IGP) is open to NGOs providing mental health programs with a focus on promoting social inclusion, supporting community participation and preventing homelessness.

Stream B - No NGO left behind Stage 2 is targeting organisations who have not previously received IGP funding in Rounds 1 and 2.

Stream C - Smoking Reduction is a one off grant to NGOs to support mental health consumers in their efforts to stop smoking.

Applicants may apply for more than one stream.

Eligibility to Apply

For all streams, applicants must:

- be an incorporated not for profit NGO
- have a primary focus on mental health service delivery or deliver targeted mental health programs and/or social and emotional well-being programs
- provide a service in NSW

Being a member of the MHCC is not a requirement for application.

All projects submitted will need to be completed by December 2011.

Available Funding

A total of \$1.2 million is available to organisations. For Stream C – Smoking Reduction, a maximum of \$10,000 is available for any individual project.

Selection Process

Applications will be assessed by a selection committee, which will make funding allocation recommendations to the Director, Mental Health and Drug & Alcohol Programs for approval. The Minister for Health has final approval of the projects that are funded under the three streams of the NSW Mental Health NGO Infrastructure Grants Program.

The committee members will include the MHCC Chief Executive Officer, representatives from NSW Health Mental Health and Drug and Alcohol Office, a representative from NCOSS and an independent consumer representative.

Stream A: Round 3 - General

The selection committee will give priority to projects that build the infrastructure of the organisation with the aim of promoting social inclusion, supporting community participation and preventing homelessness. Priority will also be given to those projects that assist the organisation to progress towards service quality review and/or accreditation. Value for money will be a consideration in assessing grant applications.

The selection committee will assess applications according to the nationally recognised Quality Improvement Council Health and Community Services Standards (see Appendix A.) The QIC Standards can assist organisations to identify quality improvement priorities and to build continuous quality improvement into the organisation.

Grant applications must refer to one or more of the standards when describing the organisation's infrastructure development need.

Stream B: *No NGO left behind Stage 2*

The selection committee will give priority to projects that build the infrastructure of the organisation and that have not previously received IGP funding in Rounds 1 and 2. This round is targeting the following categories of organisations:

- Aboriginal Medical Services
- MHCC membership that deliver a specifically targeted mental health program and/or social and emotional well-being program that have not previously received IGP funding
- Consumer and carer groups including those representing CALD and Aboriginal communities.

Priority will also be given to those projects that assist the organisation to progress towards service quality review and/or accreditation. Value for money will be a consideration in assessing grant applications.

The selection committee will assess applications according to the nationally recognised Quality Improvement Council Health and Community Services Standards (see Appendix A). The QIC Standards can assist organisations to identify quality improvement priorities and to build continuous quality improvement into the organisation.

Grant applications must refer to one or more of the Standards when describing the organisation's infrastructure development need.

Stream C: Smoking Reduction

The selection committee will give priority to projects that support mental health consumers in their efforts to stop smoking.

The selection committee will assess applications according to their ability to increase NGO capacity to address tobacco use amongst people with mental health problems. Note, for any proposed project, a portion only of the applied funding may be used for the purchase of nicotine replacement therapy. Value for money will be a consideration in assessing grant applications.

Ideas for Eligible Projects for Streams A and B

Grant applications may include a broad range of infrastructure proposals, and eligible projects could be one or more of the following types –

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| <p><i>Improving the service environment</i> Projects could include –</p> <ul style="list-style-type: none"> • Improve equipment – replace computers or printers, TVs, storage or purchase furniture. • Improve facilities – painting, air-conditioning or heating. • Building modifications to enable disability access, or compliance with OH&S requirements. | <p><i>Evaluating service quality</i> Projects could include –</p> <ul style="list-style-type: none"> • Conduct audit of program documentation. • Prepare service for accreditation review. • Develop evaluation methodology. • Conduct consumer consultation process. |
| <p><i>Improve operating systems</i> Projects could include –</p> <ul style="list-style-type: none"> • Improve IT systems – network remote computers or upgrade software. • Information Management: <ul style="list-style-type: none"> - introduce or further develop Routine Consumer Outcome Monitoring system. - commence or upgrade data collection and analysis system. • Develop business/ strategic plans. • Implement staff development plan. | <p><i>Sector development</i> Projects could include –</p> <ul style="list-style-type: none"> • Enhance partnerships to address housing issues of people with mental health problems in local area. • Undertake research into housing needs for vulnerable groups of people with mental health problems, eg. ATSI or CALD groups. • Host an interagency forum to inform the community about local services. |

What Projects Are Not Eligible

The focus of Streams A and B is on improving infrastructure, therefore ineligible project proposals include direct service delivery activities, such as –

- Commencing a new program, or expanding an existing program, eg. providing training to the sector or commencing a support group.
- Employing a staff member to increase service capacity, eg. providing more casework.
- Meeting budget shortfalls in service delivery costs.
- Enhancing recurrent expenditure.
- Supplementing administration staff, eg. to undertake routine tasks.
- Purchasing direct services from another provider, eg. counselling for consumers.

Ideas for Eligible Projects for Stream C

Grant applications may include a broad range of proposals to increase the capacity of the NGO to support mental health consumers in their efforts to stop smoking and facilitate cultural change within the NGO to address tobacco use. Eligible projects could be one or more of the following strategies –

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| <p>Training for staff in tobacco cessation and mental health <i>Activities may include:</i></p> <ul style="list-style-type: none"> • Staff attendance at training workshops. • Purchase and distribution of factsheets/toolkits and other information to up skill staff. • Education about resources and networks. • Workshop/ meeting time for staff to discuss and plan approaches. • Support for staff to reduce smoking. | <p>Policy development <i>Activities may include:</i></p> <ul style="list-style-type: none"> • Review and development of policies on smoking. • Meeting time for staff and consumers to engage in the process. • Development of networks with other stakeholders to support smoking initiatives eg with GPs and local pharmacies. |
| <p>Structured support to consumers to address their smoking <i>Activities may include:</i></p> <ul style="list-style-type: none"> • Smoking Cessation Group • One to one support • Subsidised Nicotine Replacement (NRT) therapy • Guest speakers • Distribution of information and resources, eg Quit pack from the Quit Line | |

The Breathe Easy Final Project Report on the MHCC website www.mhcc.org.au provides more information to assist applicants to develop eligible projects.

What successful IGP grant recipients are saying

“At long last there is funding to help NGOs become more efficient and effective in the work we do. Infrastructure funding is essential to running services better.” Rhoda Immerman, CEO, Association of Relatives and Friends of the Mentally Ill NSW.

Application conditions

Application closing date is 10am Monday 9 August 2010.

Please note the following:

- All requested information on the application forms must be completed in order to be considered for funding.
- Applicants must submit a written, signed application.
- Applicants will receive acknowledgement that their application has been received. If applicants do not receive acknowledgement, it is advised that they contact MHCC before the closing dates.
- MHCC will notify all applicants about the outcome of the selection process.

Where to send applications

Applications with all attachments and signatures should be marked “Private and Confidential” and sent to:

Ms Jenna Bateman
IGP
MHCC
PO Box 668
Rozelle NSW 2039

For more information contact

Erika Hewitt
Executive Support Officer
Ph 02 9555 8388 extn 119
Email: erika@mhcc.org.au

Appendix A:

Quality Improvement Council (QIC) Health and Community Services Standards

Section 1 Building quality organisations

Standard 1.1:

The organisation's governance structure builds a collective sense of purpose and direction that enable the organisation's mission, values, goals and service priorities to be identified and met.

Standard 1.2:

The organisation has effective and responsive management systems to enable and coordinate achievement of the organisation's mission, values, goals and service priorities.

Standard 1.3:

Human resources are managed to create an effective and competent service.

Standard 1.4:

The organisation's physical resources are managed to ensure an effective, safe and efficient service.

Standard 1.5:

The organisation's financial management reflects its goals and supports an efficient and sustainable service.

Standard 1.6:

Knowledge (including research and the collection, storage and sharing of information) is managed in a systematic, ethical and secure way, and the organisation uses it to inform service review and development.

Standard 1.7:

The organisation identifies, assesses and manages risks to ensure continuous, safe, responsive and efficient services.

Standard 1.8:

The organisation ensures compliance with all relevant laws and regulations.

Standard 1.9:

Safety and quality systems are integrated and are managed systematically with clear lines of accountability to ensure continuously improving performance.

Section 2 Providing quality services and programs

Standard 2.1:

Assessment and planning are undertaken at individual and community levels to ensure services and programs are responsive to identified needs.

Standard 2.2:

Services and programs are provided in an effective, safe and responsive way to ensure positive outcomes for consumers and communities.

Standard 2.3:

Services and programs are provided in a culturally safe and appropriate manner.

Standard 2.4:

Services and programs are provided in a way that strengthens the rights of consumers, empowers them and is ethical.

Standard 2.5:

Services and programs within the organisation are coordinated.

Section 3 Sustaining quality external relationships

Standard 3.1:

The organisation enters into formal service agreements and other less formal partnerships to ensure a continuous and sustainable service.

Standard 3.2:

The organisation collaborates with other organisations and positions itself strategically within the wider service system.

Standard 3.3:

The organisation demonstrates that it has incorporated and contributes to currently-accepted good practice in its field.

Standard 3.4:

The organisation works to build the capacity of the community it serves and the professional community to which it belongs.